



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.3.30	Subject: STATE TELEPHONE NETWORK USAGE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 3: Human Resource Bureau	Effective Date: Sept. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 05/02/11

I. POLICY

The Department of Corrections restricts the use of the state telecommunications system to state business and personal business that does not interfere with the operations of the Department.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Business Requirements – Requirements that can be traced back to the planning and execution of an organization's mission, goals and objectives, and its compliance to laws, regulations, policies and procedures.

Cellular Device – A portable device, including cellular telephones, satellite phones, air cards, Blackberry devices, and other Personal Data Assistant (PDA) devices, with cellular communications capability. These devices may be State-owned/leased (State device) or private owned/leased (private device).

Personal Calls – Local and long distance calls by state employees and officials to latchkey children, teachers, doctors, day-care centers and baby sitters, family members to inform them of unexpected schedule changes, and for other personal business. The use of the state's telecommunication systems for personal business must be kept to a minimum, and not interfere with the conduct of state business. Personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit card.

State's Telecommunications Facilities – Any state-owned, leased, contracted, operated, or maintained telecommunications equipment, service, or facility. Telecommunications facilities include, but are not limited to: private branch exchanges, telephone key systems, teleconferencing and videoconferencing systems (including desktop-based systems), local and long distance telecommunications circuits, data communications equipment, land mobile radio equipment, telephone credit/calling cards, voice mail, facsimile service lines, and Voice Over Internet Protocol (VOIP).

IV. DEPARTMENT DIRECTIVES

- A. The Department of Administration must approve the installation, modification, or removal of all telecommunication systems.
- B. The state's telecommunications facilities are provided in order to conduct state business or

Policy No. DOC 1.3.30	Chapter 1: Administration and Management	Page 2 of 2
Subject: STATE TELEPHONE NETWORK USAGE		

personal calls as defined within this policy.

- C. All telephone service requests or equipment trouble conditions must be reported to the Department of Corrections Service Desk.

V. CLOSING

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the employee's immediate supervisor. Supervisors should contact the Human Resource Division with any questions regarding this policy.

VI. REFERENCES

- A. [2-2-121](#), MCA; [2-15-112](#), MCA; 53-1-203, MCA
- B. [2.6.210](#) ARM; [2.13.102](#) (C), ARM; [2.13.104](#), ARM; [2.13.107](#), ARM

VII. ATTACHMENTS

None.